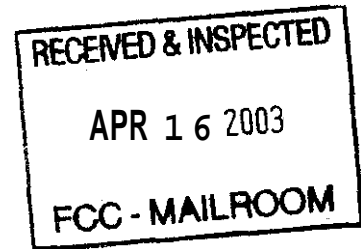




A School  
to Work  
Program

FILE COPY ORIGINAL



TO: Federal Communications Commission

FROM: Gloria Proo, Director *G. Proo*  
Pima Vocational High School

RE: **APPEAL - ERATE Grant for FY 02-03**  
**Pima Vocational High School - Entity #98211**  
**Form 471 - I.D. #HW121001 App. #323883**  
**CC Docket Nos. 96-45 and 97-21**

DATE: April 9, 2003

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A decision on our appeal was received April 8, 2003 from the Schools & Libraries Division stating it was denied in full. Thank you for taking the time to review our case. The primary justification for denying our appeal was that the Form 471 was postmarked January 28, 2002. Per our former accountant, Stephanie Bruce, and concurred by your investigation, the Form 471 was filed electronically online in time. The signed copy was mailed on that date but apparently postmarked later.

We would like to appeal once again on the basis that there **was** a deadline stated for the online filing which we met, but no deadline was listed for the signature pages in the instructions. According to the instructions, *Section II Filing Requirements and General Instructions, B - When, Where, and How Many Forms 471 to File, Page 5*, there are no specifications as to when the signed copy must be submitted and **no deadline** requirement is listed for this form (see attached copy). In addition, instructions on *Filing Manually, Page 28*, do not specify a deadline (see attached copy).

Our accountant was very conscientious, read the directions thoroughly, acted in good faith, and would never have jeopardized a benefit for our students, **90%** of whom live in poverty and greatly benefit from the types of services offered by this program enabling access to computer technology through connectivity.

No. of Copies rec'd 0  
ENCLOSURE

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Downtown Campus: 97 E. Congress • Tucson, Arizona 85701  
Southside Campus: 2801 E. Ajo Way • Tucson, Arizona 85713  
(520) 740-4626 • Fax (520) 740-4635

[pvhs@csd.co.pima.az.us](mailto:pvhs@csd.co.pima.az.us)

A publicly funded Charter School

PIMA COUNTY COMMUNITY SERVICES DEPARTMENT

HW121001-ERATE - FY02-03 PVHS-ERATE-FCC Appeal02-03.doc

**APPEAL - EFUTE Grant for NV 02-03**  
**Pima Vocational High School –Entity #98211**  
**Page 2 of 2**

Pima Vocational High School would appreciate your reconsideration in funding our school for fiscal year 2002-2003. Attached are copies **of** correspondence and Schools & Libraries Division's decision letter. My phone number and address are as follows:

Gloria Proo, Director  
Pima Vocational High School  
2801 E. Ajo Way  
Tucson, Arizona 85713  
Phone: 520-740-4686 or 740-903-0102  
FAX: 520-903-0753  
Email: [gproo@csd.co.pima.az.us](mailto:gproo@csd.co.pima.az.us)

Should you have any questions or comments, please contact me. Thank you.

GP/r

**Attachments**



**Universal Service Administrative Company**  
Schools & Libraries Division

**Administrator's Decision on Appeal - Funding Year 2002-2003**

Re 4/8/03  
(12)

March 27, 2003

Gloria Proo  
Pima Vocational High School  
2801 E. Ajo Way  
Tuscon, AZ 85713

Re: Rilled Entity Number: 98211  
471 Application Number: 323883  
Funding Request Number(s): 865881, 866004, 866103, 866173, 866258  
Your Correspondence Dated: November 15, 2002

After thorough review and investigation of all relevant facts, the Schools and Libraries Division ("SLD") of the Universal Service Administrative Company ("USAC") has made its decision in regard to your appeal of SLD's Year 2002 Funding Commitment Decision for the Application Number indicated above. This letter explains the basis of SLD's decision. The date of this letter begins the 60-day time period for appealing this decision to the Federal Communications Commission ("FCC"). If your letter of appeal included more than one Application Number, please note that for each application for which an appeal is submitted, a separate letter is sent.

Funding Reauest Number: 865881, 866004, 866103, 866173, 866258  
Decision on Appeal: **Denied in full**  
Explanation:

- Your appeal letter states that you received a notice from SLD stating that the Form 471 was received outside the window. Your records indicate that the Form 471 was submitted online on 1/17/02 and that the signature page was mailed the **same** day. Information you received from the Client Services Bureau indicated that the signature page **was** not submitted on a timely basis. You note that the filing instructions do not contain specifications as to when the signed copy must be submitted and no deadline requirement is listed. You are requesting that SLD reconsider funding the school for fiscal year 2002-2003.
- Review of the documentation initially submitted for this application indicates that the online form was submitted on 1/17/02, which was within the filing window for Funding Year 2002-2003. However, the certification page for this Form 471 was postmarked on 1/28/02. During the appeal process, you were contacted and

requested to provide proof of mailing for the certification page. A 3 way phone conversation occurred on 2/21/03, between the appeal reviewer, a Fed Ex representative and your current accountant attempting to clarify dates to support your statement that the certification page was mailed the same day as the online application was filed. Unfortunately, the Fed Ex representative was unable to provide supporting documentation and the school did not have proof of mailing on file.

- Our records indicate that your Form 471 Certification was not postmarked prior to the close of the filing window on January 17, 2002. During the course of appeal review you were contacted to provide proof of mailing, and you indicated that you could not prove that the Form 471 Certification was mailed prior to January 17, 2002. Therefore, the SLD must rely on its records.
- As indicated in the Form 471 Instructions, the program rules for Funding Year 2002 required that Form 471 Certifications be postmarked no later than January 17, 2002. Since our records indicate that your Form 471 Certification did not meet this requirement, and you did not provide evidence that SLD's information was incorrect, your appeal is denied.

If you believe there is a basis for further examination of your application, you may file an appeal with the Federal Communications Commission (FCC) via United States Postal Service: FCC, Office of the Secretary, 445-12<sup>th</sup> Street SW, Washington, DC 20554. If you are submitting your appeal to the FCC by other than United States Postal Service, check the SLD web site for more information. Please reference CC Docket Nos. 96-45 and **97-21** on the first page of your appeal. **The FCC must RECEIVE your appeal WITHIN 60 DAYS OF THE ABOVE DATE ON THIS LETTER for your appeal to be filed in a timely fashion.** Further information and new options for filing an appeal directly with the FCC can be found in the "Appeals Procedure" posted in the Reference Area of the SLD web site, [www.sl.universalservice.org](http://www.sl.universalservice.org).

We thank you for your continued support, patience, and cooperation during the appeal process.

Schools and Libraries Division  
Universal Service Administrative Company

- **Manual Filing Instructions:** You may **complete** and submit the Form 471 by filing a paper copy of the completed form with the Fund Administrator. One originally signed Form 471 must be filed with the Fund Administrator each **time** the applicant seeks a commitment of funding of discounts for a specific **set** of services eligible for discounts under the universal service discount mechanism that it **has** ordered. The originally signed **Form** 471 must be filed with the Fund Administrator at the address **listed** at the bottom of the form: SLD-Form 471, P. O. Box 7026, Lawrence, Kansas 66044-7026. For express delivery or U.S. Postal Service Return Receipt, send to: SLD-Form 471, **do Ms. Smith**, 3833 Greenway Drive, Lawrence, **Kansas 66046**, phone (888) 203-8100. DO NOT FILE THIS OR ANY OTHER UNIVERSAL SERVICE FORM WITH THE FEDERAL COMMUNICATIONS COMMISSION.

- **[REDACTED]** You may complete and submit the Form 471 by filing the Form electronically online at the SLD Web Site, <[www.sl.universalservice.org](http://www.sl.universalservice.org)>. If filing your Form 471 electronically, **[REDACTED]**

- the Item (21) description(s) of services, and
- a paper copy of the **Block 6 Certification**, completed and signed with an **original ink** Signature.

You may file more **than** one Form 471. For example, you may file one **Form** 471 for internal connections, one for Internet access, one for **high** bandwidth video conferencing, and one for **other telecommunications services**. Alternatively, you may file a single Form 471 that includes any combination of these services. As the **billed entity** for services **requested** on one or more Forms 470, you may combine services **requested** on multiple Forms 470 into one Form 471, or you may file a corresponding Form 471 for each Form 470 filed on your behalf.

**Please** refer to the detailed instructions for more **information** about these procedures.

### C. Assistance in Completing **This** Form

There **are** several **sources** of assistance to **guide** you in completing this form. If you complete this Form electronically online at the SLD Web Site at <[www.sl.universalservice.org](http://www.sl.universalservice.org)>, you will be assisted in the process by special step-by-step online **instructions** and help screens. **Whether** you file online or **on** paper, you **are** urged to consult the Reference **Area** of the SLD Web site, <[www.sl.universalservice.org](http://www.sl.universalservice.org)>, for guidance in completing this form. **Those** without Web access may obtain **similar** guidance material via the SLD's toll-free fax-on-demand service, 800-959-0733. Further information is available **from** the SLD Client Service **Bureau** via toll-free telephone at 888-203-8100; via e-mail at [question@universalservice.org](mailto:question@universalservice.org); or via fax at 888-276-8736.

OPTIONAL CHECKLIST/TRANSMITTAL SHEET

## FILING MANUALLY?

You may want to use **this** checklist to be sure your completed application includes all required items before **you** send it to SLD. If you choose, you can complete **this** checklist and include it as a **transmittal** sheet with your application.

- \_\_\_ Block 1 fully completed, including all contact information in Item (6).
- \_\_\_ Block 3 completed as relevant.
- \_\_\_ The appropriate Block 4 worksheet(s) completed.  
**List** the worksheet(s) completed plus the number of pages in each worksheet (for example, Worksheet A-1, 8 pages):

Worksheet	Number of pages

- \_\_\_ One Block 5 Worksheet completed for each **service** requested.  
**Total** number of Block 5 worksheets included in this application: \_\_\_\_\_
- \_\_\_ A description of services Attachment for each contract **or service** relationship, each labeled with its **own Attachment #** and cited in the **relevant Item 21**.
- \_\_\_ A completed Block 6, with original **ink** signature in Item 34.

**To file by mail:**

SLD-Form 471  
P.O. Box 7026  
Lawrence, Kansas 66044-7026

For express delivery **service** or U.S. Postal Service, Return Receipt Requested, **mail this for**

SLD-Form 471  
C/O Ms. Smith  
3833 Greenway Drive  
Lawrence Kansas 66046  
(888) 203-8100

Fax 3  
696-526